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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

September 20, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-10

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: State Combined Charitable Campaign Deductions

The Office of State Uniform Payroll (OSUP) informed agencies of the passage of Act 501 on August 10, 2012 through [OSUP Memorandum #2013-07](#). As advised, Act 501 [R.S. 42:456(A)(3)] authorizes state employee payroll deductions for qualified nonprofit community health and human services charities, payable through the Louisiana Association of United Ways (LAUW). The Act also names the LAUW as the Principal Combined Fundraising Organization (PCFO).

In accordance with the Act, a Notice of Intent (NOI) has been published in the September 20, 2013 edition of the Louisiana Register. The purpose of the proposed Rule is to establish a combined charitable campaign to allow state employees to contribute to eligible charities through payroll deduction. A copy of the NOI can be obtained from the Office of State Register's website at: <http://www.doa.louisiana.gov/osr/reg/1309/1309.pdf>. Refer to pages 2553 - 2558.

As enumerated in the NOI, the PCFO will be responsible for coordinating the annual campaign for all health and human services charitable organizations that apply and are approved for participation. This will be the only organized charitable campaign for payroll deductions for all LaGov HCM Paid agencies.

Each LaGov HCM Paid agency shall designate a "campaign coordinator" to assist with the campaign for their agency. The campaign coordinator shall attend coordinator training, secure campaign materials and support from the PCFO, prepare and send communications as required to support the annual campaign at his/her location, arrange

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for a presentation to employees, turn in pledge forms to the PCFO, maintain confidentiality of pledge information, and complete the campaign evaluation form for their agency.

Any comments regarding the contents of this proposed Rule may be submitted in writing to the Office of State Uniform Payroll to the attention of Andrea P. Hubbard at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m. October 18, 2013.

Barring no changes to the Notice of Intent, the final Rule will be published in the December 20, 2013 edition of the Louisiana Register. OSUP and LAUW will begin accepting applications from interested charitable organizations beginning January 2014. The annual fall campaign will be held around October 2014 with payroll deductions beginning in January 2015. 2014 payroll deductions for existing United Way vendors will be handled in the same manner as before.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit by email at the following address: _DOA-OSUP-BFA@la.gov or by phone at (225):

Brandy Boyd	342-5354	Michelle Richmond	342-5357
Jodi Bullock	342-5345	Desiree Jefferson	342-5377
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APH:PAR/pbh